

~~CONFIDENTIAL~~

13 NOV 1958

MEMORANDUM FOR: [REDACTED]

25X1A9a

SUBJECT: Custodian - Confidential Funds

1. Under the authority contained in Regulation [REDACTED] you are 25X1A
hereby appointed official Custodian of Confidential Funds at
Headquarters.

2. As Custodian it is your responsibility to keep safely, without
loaning, using, or depositing in banks or exchanging for other funds
except for official purposes, all official media of exchange and commo-
dity assets presented to you for safekeeping till the same is ordered by
the proper officer to be transferred or paid out. The items to be held
in safekeeping include United States and foreign currencies, gold,
commodity assets, other items of high intrinsic value, and very sensi-
tive items which may or may not be of high value.

3. In carrying out this responsibility you shall insure: (a) items
presented to you for safekeeping are proper for such action on your
part and then issue a receipt therefor, (b) facilities for safeguarding
items in your custody are suitable and adequate, (c) armed escorts
and other protection commensurate with the value are provided for
items transported or otherwise moved, (d) records are maintained on
a current basis which are suitable and adequate to correctly reflect the
receipt and status of items in custody, and disbursements made of
items previously accepted and held in custody, and (e) internal control
procedures are established and exercised which will verify the exist-
ence in the proper form of the items in your custody.

4. Under no circumstances shall personal funds or media of
exchange be intermingled with the official items in your custody.

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5. While in your capacity as Custodian, none of the official items in your custody will be placed in bank accounts or safe deposit boxes in your name.

6. Disbursements, transfers and other dispositions of official items in your custody shall be made only upon receipt by you of proper documents requesting such dispositions which have been authorized, approved, and/or certified by appropriate officials of the Agency.

7. In the event of loss or theft of any item in your custody, you shall report the loss or theft immediately to the Chief, Finance Division and take such other action as may be deemed necessary under the circumstances.

8. To provide for the continuance of the responsibilities and discharge of the duties inherent in the Custodian's position, Mr. [REDACTED] 25X1A9a [REDACTED] is appointed Alternate Custodian and will act in your absence as the Custodian of Confidential Funds.

25X1A9a

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[REDACTED] 25X1A9a

Acting Comptroller

25X1A9a Compt/FD: [REDACTED] blr (7 Nov 58)

Distribution:

Orig - Addressee

1 - [REDACTED]
1 - Comptroller
1 - Monetary
1 - C/Finance✓
1 - C/ICAB
1 - C/Audit

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